



U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval for Retirement
Under
5 USC 8336(c) and 8412(d)

☒ Approved under the Civil Service Retirement System, 5 USC 8336(c)

☒ Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Primary-Rigorous (FF)

Bureau: Bureau of Land Management - Bureau Wide

Classification Title: Lead Range/ Forestry Technician (Fire)

Organization Title: Fuels Module Leader

Position Number: F154 Series and Grade: GS-0455/0462-05

RECOMMENDATION FOR COVERAGE REVIEW:

Primary-Rigorous coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

This is a primary rigorous position having a firefighting mission. This position serves as the Assistant Module Leader on a five to seven person Prescribed Fire/Fuels Module (PFM). Duties include, ignition, holding, and monitoring prescribed fires; preparing all aspects of prescribed fires (control line construction, bum plans, fire effects plot work, archeology surveys, etc.); and performing hazard fuel reduction projects. The incumbent leads crew members in all aspects of wildland and prescribed fire operations including preparation, ignition, monitoring, holding, mop-up and rehabilitation. This position has been approved at the GS-6 level.

[Signature]
Bureau Program Designee

7-6-01
Date

Marcia L. Scifres
DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres

7/13/2001
Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement. Approval is by DOI Secretary's Designee:

[Signature] B 22 8/9/01
Deputy Assistant Secretary, Human Resources

8/6/01
Date

PRIMARY COVERAGE REQUIREMENT

Department of the Interior, FLERT Specialist ABurch
 This PD has been approved as follows under 5 USC 8336(c) and 8412(d)
☒ Firefighter ☐ Law Enforcement
☒ Primary ☐ Secondary/Administrative ☐ Sec/Supvy
 Approval Date Aug 6, 2001

DI-625

This position is for young and physically vigorous individuals. Maximum entry age restrictions apply when filled under appointment subject to the retirement system.

POSITION CLASSIFICATION AMENDMENT

1. NAME OF INCUMBENT	
2. NAME OF INCUMBENT	
3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED	
IIa. _____	d. _____
b. _____	e. _____
c. _____	
4. CSC TITLE AND BUREAU POSITION NO. F154 Lead Range/Forestry Technician (Fire)	
SCHEDULE GS	SERIES 455/462
GRADE 05	
<input checked="" type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE	

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.	5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.
_____ (Signature of Supervisor)	<u>Todd W. Ryan</u> (Official Exercising Classification Authority)
_____ (Date)	<u>5/31/01</u> (Date)
TITLE _____	TITLE <u>Position Classification Speciali</u>

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

Organizational Title: Fuels Module Leader

This leader position in the fire organization is being filled at the next lower grade due to it's critical nature and the extreme shortage of fully qualified personnel. The supervisor of the incumbent will be fully responsible to ensure that the incumbent has not only the necessary administrative qualifications and certifications at the next lower level to perform all duties that are assigned, but also has the necessary aptitude to fully apply those knowledges, skills, abilities, and other characteristics necessary to ensure the effective performance of duties and also the safety and security of personnel and equipment assigned to him/her for the particular operation.

The supervisor is responsible to provide the necessary guidance, preparation, and coverage for those duties that cannot yet be assigned to the incumbent to assure not only effective work accomplishment, safety, and security, but also the preparation of the incumbent for promotion to this positions full performance level of GS-06.

SUPERVISORY CERTIFICATION: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Name Signature and Title of Supervisor

Date



U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval for Retirement
Under
5 USC 8336(c) and 8412(d)

[X] Approved under the Civil Service Retirement System, 5 USC 8336(c)

[X] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Primary - Rigorous (FF)

Bureau: Bureau of Land Management - Bureau Wide

Classification Title: Lead Range/Forestry Technician (Fire)

Organization Title: Fuels Module Leader

Position Number: F154 Series and Grade: GS-0455/0462-06

RECOMMENDATION FOR COVERAGE REVIEW:

Primary rigorous coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

This position serves as the Assistant Module Leader on a five to seven person Prescribed Fire/Fuels Module (PFM). The primary mission of a PFM is implementation of fuels treatment projects. Duties include ignition, holding, and monitoring prescribed fires (control line construction, burn plans, fire effects plot work, archeology surveys, etc.); and performing hazard fuel reduction projects. Leads crew members and personally performs all aspects of wildland and prescribed burn operations. Primary duties are directly connected with the control and extinguishment of fires. Incumbent is subject to medical examination and must pass the work capacity test for arduous positions. **Duties are rigorous and employment is limited to young and physically vigorous individuals.**

[Signature]
Bureau Program Designee

12-20-00
Date

Marcia L. Scifres
DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres

12/22/2000
Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date 11/21/2000. Approval is by DOI Secretary's Designee:

Wendell K. Sutton
Wendell K. Sutton, Deputy Assistant Secretary, Human Resources

12/27/2000
Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

F154

2. Reason for Submission

3. Service

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

☐ Redescription
☐ Reestablishment☒ New
☐ Other☐ Hdqtrs ☒ Field

Explanation (Show any positions replaced)

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel
Financial Disclosure☐ Employment and
Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☒ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CRI)

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☒ 1-Non-Sensitive
☐ 2-Noncritical Sensitive
☐ 3-Critical
☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

c. Second Level Review

Lead Range/Forestry Technician (Fire)

GS

455/462

06

mww

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

Fuels Module Leader

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

Bureau of Land Management

d. Fourth Subdivision

b. Second Subdivision

State Office

e. Fifth Subdivision

Signature of Employee (optional)

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

Mark W. Whitesell

Supervisory Personnel Management Specialist

Signature

Date

22. Position Classification Standards Used in Classifying/Grading Position

Range/Forestry Technician Series, GS-455/462, Dec 91, TS-111. GEG for Aid and Technician Work in the Biological Sciences, GS-400, Dec 91, TS-111. GSLGEG Jun 98 HRCD-7.

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office of the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

Department of Interior, FFLE Retirement Team Specialist

This PD has been approved as follows under 5USC 8336(d) and 841P(d):

✓ Firefighter Law Enforcement

✓ Primary Secondary/Administrative Secondary/Supvy

Approval Date

12/12/00

25. Description of Major Duties and Responsibilities (See Attached)

INTRODUCTION

This position serves as the Assistant Module Leader on a five to seven person Prescribed Fire/Fuels Module (PFM). These modules are comprised of 1 - Module Leader (Supervisor), 1 - Assistant Module Leader, and 5 crewmembers. The primary mission of a PFM is implementation of fuels treatment projects. Duties include ignition, holding, and monitoring prescribed fires; preparing all aspects of prescribed fires (control line construction, bum plans, fire effects plot work, archeology surveys, etc.); and performing hazard fuel reduction projects.

Major Duties

Leader Duties (25% or more of the time)

The incumbent serves as the leader of a PFM crew of a minimum of three crewmembers, sometime with additional technicians and detailers. Leads crew members in all aspects of wildland and prescribed fire operations including preparation, ignition, monitoring, holding, mop-up and rehabilitation. Provides daily leadership and training for the prescribed fire/fuels module crew. Instructs module members in specific tasks and techniques; conducts on-the-job training; distributes and controls work assignments among employees; assures timely accomplishment of assigned tasks; maintains work notes and records; makes reports on work accomplishments, ensures that the work is carried out safely; reports on performance problems and issues. Responsible for supervision of the module in the absence of the module leader.

Assists Module Leader in organizing and maintaining equipment, supplies, and vehicles, preparing administrative reports, hiring and conducting training of crewmembers.

Implementing Burn Plans (50%)

Performs hazard fuel reduction projects, which entail thinning and cutting vegetation through use of mechanical means, e.g., chainsaw, etc. Collects fire weather data, fuel and/or soil moisture samples, maps projects and maintains appropriate records, including fire reports.

Serves as a Prescribed Fire Monitor, collecting and evaluating weather, fuels, topography, and fire behavior data for prescribed and wildland fires. Prepares maps of fire perimeter to report fire progress over time. Observes and reports smoke transport and potential impacts of fire on resources and safety of personnel. Evaluates observed conditions and problems, makes preliminary determinations on the cause of problems noted, and provides results to higher-level specialists for analysis.

Serves as Ignition Specialist, Field Observer, Squad Boss, or as a holding or ignition crewmember on wildland and prescribed fires, as qualified and assigned.

Operates four-wheel drive pickup trucks and fire engines, portable pumps, chainsaws, and other common fire equipment.

Personally performs tasks to control and extinguish wildfires as needed.

Preparation of Treatment Plans (5%)

Assists in the preparation of hazard fuels treatment plans and bum plans based on predicted fire behavior and potential problems. Drafts fire maps and reports fire progress, smoke dispersal, and fire potential. Recommends management strategies based on fire analysis. Prepares Wildland Fire Situation Analysis (WFSA) as requested.

Fire Effects Monitoring (15%)

May research literature and provide applicable hazardous fuels treatment information for fire and resource management programs. Implements fire effects monitoring system by establishing and monitoring index plots in a variety of fuel/vegetation types, and training others to do the same. Enters and trains others in entry of data into computer analysis programs.

Assists resource professionals in field survey efforts such as archeology, vegetation surveys, and resource inventories and data analysis.

Assists in identification of grasses, herbs, shrubs, and trees. Assists in preparing herbarium specimens and records habitat and plant association data.

Uses computer models to store, update, and analyze fire behavior and other monitoring data.

Additional Duties (5%)

May assist in emergency operations.

May perform hazard fuel reduction projects, which entail thinning and cutting vegetation through use of mechanical means, e.g., chainsaw, etc.

Other Significant Facts

This is a testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program.

Incumbent is subject to medical examination and must pass the work capacity test for arduous positions.

FACTORS

1. Knowledge Required by the Position (Level 1-4, 550 points)

Ability to lead a fire suppression crew and to provide on-the-job training in proper and safe techniques, applications, methods, procedures and principles. This ability is used to effectively

deal with the wide variety of conditions and situations encountered during wildfire suppression actions, prescribed burning, and project work.

Working knowledge of fire behavior including causes of fire, influence of temperature, humidity, wind, topography, slope and fuel moisture conditions, and fuels in order to know where to attack the fire, build fire line and where to be positioned to manage a wildland fire.

Working knowledge of fire management techniques, methods and conditions in order to provide instructions to crew members, accurately analyze complex fire circumstances, determine when additional forces may be needed, or determine when circumstances warrant withdrawal of crew to safe locations.

Detailed knowledge of the methods and procedures associated with wildland fire suppression and management to resolve a full range of irregular or problem situations when suppressing wildland fires.

Specific technical firefighting knowledge such as, but not limited to, fire engine and pump operations, handcrew operations and/or helicopter operations to enable the incumbent to function in assigned capacities and to instruct or lead others in those duties if necessary.

Knowledge of fire weather monitoring procedures and accuracy requirements. Knowledge of collection and recording procedures for fire behavior, fire effects, and weather data. Ability to become a certified Prescribed Fire Monitor (RXFM). Ability to become Prescribed Fire Specialist (RXFS), and singe resource boss or trainee.

Knowledge of BLM Fire Management Policies, cultural resource management practices, BLM fire management plans, fire monitoring procedures, fire effects, and ignition techniques to support, understand, and relate results of wildland fires and prescribed burns projects to the broader natural resource function.

Ability to use compass, topographic maps and aerial photographs to safely and efficiently locate and access fires and monitoring plots.

Ability to work within the full range of fuel types found throughout the West. Basic knowledge of standard procedures used in fuel inventories and sampling.

Knowledge of plant classification techniques.

Ability to operate pumping mechanisms and determine proper hose lays for the most effectiveness in accomplishing the appropriate fire management activities.

Ability to operate four wheel drive pickup trucks and fire engines.

Knowledge of tactical methods and techniques for use of water and additives in controlling and mopping-up fires in order to efficiently and effectively accomplish operations where water is in

short supply.

Skill in use of hand tools such as pulaski, shovel, and McLeod; and power tools including chainsaw and portable pumps to build fireline and control wildland fire and to perform other non-fire related duties engaged in firefighting or preparation for such assignments.

Working knowledge of fire behavior, hazards, and accepted fire safety practices and procedures to prevent injury and loss of life. Knowledge of fire behavior at the S-390 Fire Behavior level or higher to communicate observations and to determine where to locate fire control line.

Knowledge of general range/forestry technician work in order to personally perform and lead others in the performance of a variety of work in such areas as hazard tree removal, hazard fuel reduction, prescribed burning, recreation, wildlife and watershed, and in the general facility of vehicle and equipment maintenance and upkeep.

Knowledge of appropriate act requirements to include the Equal Opportunity Act, Civil Rights Act, Age Discrimination in Employment Act, Rehabilitation Act, 29 CFR 1604.11(a) Sexual Harassment sufficient to function within a diverse workforce.

Ability to perform duties under stressful and adverse operating conditions, such as long work hours, heavy workloads, emergency situations, adverse working and environmental conditions.

Knowledge of agency and interagency qualification, position task book requirements, and certification standards and procedures adopted by the National Wildfire Coordinating Group (NWCG).

Knowledge of reporting requirements and procedures.

Knowledge and skill of standard first aid procedures sufficient to perform preliminary first aid and triage as necessary.

Knowledge of related fields such as forestry, range, wildlife, botany, soils and water, cultural and historical resources in order to make informed fire operational decisions.

Verbal and written communication skills sufficient to effectively interact with people at all levels, internal and external to the organization, including the public. Knowledge of fire terminology to communicate with other crewmembers.

Ability to perform basic computer technology skills such as word processing, electronic mail, internet use, and specialized fire information databases and programs.

Knowledge of the structure and function of the Department of the Interior and the Department of Agriculture, and the United States Forest Service sufficient to determine how they interact on an interagency basis.

Knowledge of the organization and the function of cooperative interagency fire organizations such as NWCG, NICC, GACC, state and local governments to facilitate fire operations in a multi-jurisdictional setting.

2. Supervisory Controls (Level 2-2, 125 points)

The incumbent is supervised by the Module Leader who assigns work, provides training and outlines objectives. Once made, the incumbent is relied upon to independently carry out assignments based on past experience. When unfamiliar field conditions or situations are encountered, the supervisor is contacted to provide guidance or resolution. The supervisor assures that tasks completed, data collected, and the methods used are technically accurate and in compliance with instructions and established procedures. Completed work is periodically reviews for quality, technical accuracy, and thoroughness.

3. Guidelines (Level 3-2, 125 points)

Guidelines typically are in the form of oral and written instructions and training prior to prescribed fire or suppression activities (e.g., *Standards for Fire Operations Handbook* and National Wildfire Coordinating Group (NWCG) Fireline Handbook). Established plans and techniques are used to conduct fire and other resource monitoring work. When existing written or oral instructions do not apply, the problem is referred to the supervisor. Other available specific guides are resources management plans and fire management plans. Since every possible situation cannot be anticipated and covered in training, the employee must use independent judgment in applying guides, especially in situations where the supervisor is not available for consultation before action is required. Guides such as safety regulations must be applied.

4. Complexity (Level 4-2, 75 points)

Projects include completing a variety of tasks on hazardous fuel treatment projects, prescribed burns and wildland fires, and fire weather and effects data collection. The work involves leading others in the skillful application of a variety of complicated fire monitoring and prescribed fire ignition and holding techniques, and use of equipment and tools. The sequence of most tasks is readily apparent and require few choices to be made; more complex tasks, such as ignition and holding tasks, may require consultation with supervisor as to decision making and sequencing.

5. Scope and Effect (Level 5-2, 75 points)

The work involves leadership in the skillful application of a variety of hazardous fuel treatment and monitoring techniques and use of equipment and tools. The work contributes to the effective implementation of the BLM's hazardous fuels treatment program. Duties have a significant impact on the long-term fire restoration component of the BLM fire management program, in that mechanical, chemical and prescribed fire projects and data collected enables managers to make decisions about ecosystem management and to evaluate program success.

6&7. Personal and Purpose of Contacts (Level 1/A, 30 points)

Primary contacts are with co-workers, personnel from fire and resource management and other divisions within the home unit, fire and resource management personnel from other units, and personnel from other Federal and State land management agencies. Contacts are to exchange information, gather and clarify information, distribute and balance the workload among crewmembers, resolve problems and answer technical questions, report to supervisor on performance, progress, and training needs of crewmembers.

8. Physical Demands (Level 8-3, 50 points)

Arduous: Duties involve fieldwork requiring above average physical performance, endurance and superior conditioning. Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity.

Duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Operation of some specialized fire equipment can place extended physical stress on incumbent during fire activities.

Incumbent is subject to medical examination and must pass the work capacity test for arduous positions.

9. Work Environment (Level 9-3, 50 Points)

The work is primarily performed outdoors in forest and desert environments in steep terrain where surfaces may be extremely uneven, rocky, or covered by vegetation. Temperatures commonly exceed 100 degrees F and fall below freezing. Risks include smoke inhalation, fire entrapment, snake or insect bites and stings, exposure to excessive machinery noise, and falling and rolling material. Personnel must adjust and cope with exposure to weather elements, dust and smoke, poor bivouac and eating situations under an unpredictable set of circumstances. Incumbent may be required to live in backcountry camps for extended periods of time. The hazardous nature of the job requires that protective clothing be worn (hard hat, gloves, boots, flame resistant clothing and other personal protective equipment). Work requires travel by light fixed-wing or rotor-wing aircraft.

Processing and analysis of data are done primarily in an office setting, this is done less than 10% of the time.